

Two convenient ways to register for Continuing Education Classes:

1. Register in person by coming to the Continuing Education Office at Cleveland Community College Monday–Thursday from 8 AM–7 PM or Friday from 8 AM–3 PM (excluding holidays and semester breaks) at least one week prior to the beginning date of the class. Class size may be limited. First come, first serve. Call 704-669-4015 for more information.
2. Fill out the registration form below. Mail it with the class registration fee at least one week prior to the beginning date of the class. Use this address:

Karen Patterson
 Cleveland Community College
 137 S. Post Road
 Shelby, NC 28152

| Cleveland Community College CONTINUING EDUCATION REGISTRATION FORM | | | | | For Office Use Only | | | | | | |
|--|-------------------------------------|--|--------------|---|--|--|--|--|---|--|--|
| | | | | | Amount of Fees Paid | Date Paid | Institutional Representative | | | | |
| 1. Colleague ID Number | 2. Name (Print) Last, First, Middle | | | | | 3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 4. Date of Birth | | | |
| 5. Student's Mailing Address | | | 6. City | 7. State | 8. Zip | 9. Home Phone | | 10. Business Phone | | | |
| 11. Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander | | 12. North Carolina Resident <input type="checkbox"/> Yes <input type="checkbox"/> No | | 13. County Residence Name of State (if Non-Resident) | | 14. County Code | 15. Attendance <input type="checkbox"/> Day <input type="checkbox"/> Evening | | 16. Employee Status <input type="checkbox"/> F Employed Full-Time <input type="checkbox"/> P Employed Part-Time <input type="checkbox"/> 1 Retired <input type="checkbox"/> 2 Unemployed, not seeking <input type="checkbox"/> 3 Unemployed, seeking <input type="checkbox"/> IN Inmate | | |
| 17. Circle Highest Grade Completed 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 or <input type="checkbox"/> if High School Equivalency | | | 18. Employer | | | | | 19. Term <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: | | 20. Location of Instruction Building: _____ Room: _____ | |
| 21. Name of Course | | | | | 22. Class Days (Circle) M T W T F S | | | 23. Time _____ to _____ | | | |
| 24. Instructor's Name | | | | | 25. Today's Date | | | | | | |
| 26. Student's Signature | | | | | 27. Class Starts | | | | | | |
| 28. Firefighter, EMS, or Law Enforcement Affiliation | | | | | 28. Class Ends | | | | | | |

Continuing Education Refund Policy

The college may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% refund.

This refund is limited to the registration fee and does not include all accident insurance, liability insurance, textbooks, or supplies.